NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
FORT GEORGE G. MEADE, MARYLAND

PERSONNEL MANAGEMENT LETTER

> Published in advance of incorporation in the
> NSA/CSSPMM. File with Chapter 340. Retain
> until revised or rescinded.

Number 7-1975   19 March 1975
Reference
NSA/CSS CAREER EVALUATION SYSTEM

1. Purpose. To revise the NSA/CSS Career
Evaluation System to make the Inventory of Attributes,
Form P1B, Compatible with the provisions of Public
Law 93-579, The Privacy Act of 1974. The changes
implemented by this Letter will:

    a. Remove the caveats on Form P1B and Form
P1A which restrict the forms to management use only;

    b. Delete the instruction that the Inventory
is not to be discussed with the employee; and

    c. Delete the section on assessing readiness
for promotion. Rating supervisors are not required
to show or discuss the Form P1B with the employee.
However, on or after 27 September 1975, the implemen-
tation date of the Privacy Act of 1974, an employee
may request to see any Form P1B, pertaining to him
or her, which is on file in the Office of Civilian
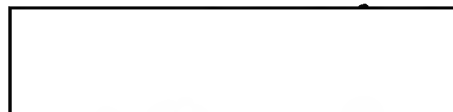Personnel.

2. Actions to be Taken.

    a. Effective immediately and until receipt
of revised forms, all Forms P1B, Inventory of
Attributes, and Forms P1A, Work Force Assessment
Data Colletion Sheet, will be modified by the rating
supervisor as shown in Inclosures 1 and 2 to this
Letter.

b.   Section 3 of PMM Chapter 340, NSA/CSS Career Evaluation System, will be changed and annotated as follows:

(1)   Paragraph 3-1a is amended by deleting the words, "assess the individual's readiness for promotion;".

(2)   Paragraph 3-2 is amended by deleting the last sentence in the paragraph;

(3)   Use the attached Appendices in lieu of those on pages 14-18 of the PMM Chapter.

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         Chief,   M3

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Incls:
  a/s

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